

SECTION 01 31 00

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes: Administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Coordination drawings.
  - 3. Digital project management procedures.
  - 4. Request for Information (RFI).
  - 5. Digital project management procedures.
  - 6. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

1.2 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. LOD: Level of Development, in BIM, is the degree to which a Model Element's geometry and attached information has been developed.
- C. LOD 300: The Model Element is graphically represented within the Model as a specific system, object, or assembly in terms of quantity, size, shape, location and orientation. Non-graphic information may also be attached to the Model Element.
- D. LOD 400: The Model Element is graphically represented within the Model as a specific system, object, or assembly in terms of quantity, size, shape, location and orientation with detailing, fabrication, assembly, and installation information. Non-graphic information may also be attached to the Model Element.
- E. RFI: Request for Information. Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.
  - 1. Typically, a Contractor initiated written instrument relating to the execute of the work for additional information or clarification of the contract documents.
- F. Business Days: A calendar day of the year in which usual business for all parties, Owner, Contractor and Design Professional conduct regular business. Business days shall exclude Saturdays, Sundays and US recognized holidays. Submittals, RFI, Communications and other Documents transmitted to the Architect after 2:00 pm Central Time shall be considered as Received by the Architect on the following business day.

### 1.3 INFORMATIONAL SUBMITTALS.

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
  - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.
  - 3. Drawing number and detail references, as appropriate, covered by subcontract.
  
- B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
  - 1. Post copies of list in project meeting room, in temporary field office, in web based Project software directory, and in prominent location inbuilt facility. Keep list current.

### 1.4 COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
  
- B. Coordination: Each contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the work. Each contractor shall coordinate its own operations with operations included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.

- C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- D. Coordinate sequence of Work to accommodate partial Owner occupancy as specified in Section 01 11 00.
- E. Contractor shall coordinate installation of Owner-furnished equipment. Cost of receiving, handling, and storing Owner-furnished equipment shall be included in Contract Sum and shall result in no additional cost to Owner.
- F. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of Contractor's construction schedule.
  - 2. Preparation of the schedule of values.
  - 3. Installation and removal of temporary facilities and controls.
  - 4. Delivery and processing of submittals.
  - 5. Progress meetings.
  - 6. Preinstallation conferences.
  - 7. Project closeout activities.
  - 8. Startup and adjustment of systems.

## 1.5 COORDINATION DRAWINGS

- A. Coordination Drawings: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
  - 1. Content: Project specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
    - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
    - b. Coordinate the addition of trade specific information to coordination drawings in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
    - c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
    - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.

- e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
  - f. Indicate required installation sequences.
  - g. Indicate dimensions shown on Drawings. Specifically note dimensions that conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire protection, fire alarm, and electrical Work. Show locations of visible ceiling mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
  2. Plenum Space: Indicate subframing for support of ceiling, raised access floor, and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
  3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire protection, fire alarm, and electrical equipment.
  4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
  5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
  6. Mechanical and Plumbing Work: Show the following:
    - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
    - b. Dimensions of major components, including dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
    - c. Fire rated enclosures around ductwork.
  7. Electrical Work: Show the following:
    - a. Runs of vertical and horizontal conduit 1-1/4 inches (32 mm) in diameter and larger.
    - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire alarm locations.
    - c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
    - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
  8. Fire Protection System: Show locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.

9. Review: Architect will review coordination drawings to confirm that in general the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not prepared in sufficient scope or detail, or are deficient, Architect will inform Contractor, who shall make suitable modifications and resubmit.
  10. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 01 33 00.
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format: Same digital data software program, version, and operating system as original Drawings.
  2. BIM File Incorporation: Develop and incorporate coordination drawing files into BIM established for Project.
    - a. Develop Coordination BIM file to LOD 400 minimum unless noted otherwise for all trades and disciplines.
      - 1) Perform three dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Architect.
  3. Digital data files of architectural or engineering Drawings are available from the Architect for the express purpose of preparing coordination drawings, Shop Drawings, and Project record Drawings provided that a digital data Release is signed for all recipients.
    - a. A copy of the Architect's Release Form is available upon request
  4. Upon receipt of fully executed digital data file Release, Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
    - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
    - b. Architect makes no representations as to the accuracy or completeness of any specific Level or Development (LOD) for the BIM digital data files to be shared or furnished.
    - c. Digital Data Software Program: Drawings are available in Revit.
    - d. Contractor shall execute a data licensing agreement in the form of AIA Document C106 or other waiver as required by the Architect.

#### 1.6 REQUEST FOR INFORMATION (RFI)

- A. Upon discovery of the need for additional information, clarification, or interpretation of the Contract Documents, prepare and submit an RFI using the form specified.
1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
  2. Coordinate and submit RFIs promptly to avoid delays in Contractor's Work or Work of subcontractors.
  3. Submission of an RFI constitutes representation that the Contractor requires additional information regarding the Contract Documents after having made

careful study and comparison of the Contract Documents, field conditions, Owner provided information, Contractor prepared coordination drawings, and prior project correspondence or documentation.

- a. No response will be made to requests where the information is conveyed or contained in the Contract Documents or the Contractor's own documents.
  - b. No response will be made to repeat requests where a response has been provided previously.
  - c. RFI shall be complete and contain all information to address the inquiry. The Architect shall request additional information or clarifications where information is incomplete, delaying the response.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Architect's Project name.
  2. Architect's Project number.
  3. Date.
  4. Name of Contractor.
  5. Name of Architect.
  6. RFI number, numbered sequentially.
  7. RFI subject in detail.
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  12. Contractor's signature.
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
    - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
    - b. Include additional attachments to clarify relevant conditions, convey the issue(s) prompting the request and to clarify all issues to the greatest degree possible.
- C. RFI Forms: Utilize forms integral to the Architect's web based Project software or other form acceptable to Architect. Complete all fields included in web based application prior to submitting. Include attachments as necessary to convey all information.
1. All attachments shall be electronic files in PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor generated RFIs will be returned without action:
    - a. Requests for approval of submittals.

- b. Requests for approval of substitutions, unspecified products or manufacturers. Refer to Section 01 25 00 Substitution Procedures and comply with all submittal and other requirements.
      - c. Requests for approval of Contractor's means and methods.
      - d. Requests for coordination information already indicated in the Contract Documents.
      - e. Requests for adjustments in the Contract Time or the Contract Sum.
      - f. Requests for interpretation of Architect's actions on submittals.
      - g. Incomplete RFIs or inaccurately prepared RFIs.
    2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information requested.
    3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 01 26 00.
      - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.
  - E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use software log that is part of web based Project software. Include the following:
    1. Project name.
    2. Name and address of Contractor.
    3. Name and address of Architect.
    4. RFI number including RFIs that were returned without action or withdrawn.
    5. RFI description.
    6. Date the RFI was submitted.
    7. Date Architect's response was received.
    8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
  - F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
- 1.7 DIGITAL PROJECT MANAGEMENT PROCEDURES
- A. Use of Architect's Digital Data Files: Digital data files of Architect's BIM model will be provided by Architect for Contractor's use during construction.
    1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
    2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
    3. Digital Drawing Software Program: Contract Drawings are available in Revit.

4. Contractor shall execute a data licensing agreement in the form of AIA Document C106 Digital Data Licensing Agreement.
    - a. Subcontractors, and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of AIA Document C106.
  5. The following digital data files will be furnished for each appropriate discipline:
    - a. Floor plans.
    - b. Reflected ceiling plans.
    - c. Roof Plans.
- B. Web Based Project Software: Utilize the indicated Web Based Project Software site for purposes of hosting and managing Project communication and documentation until Final Completion.
1. Web Based Project software: Unless otherwise agreed to in writing by the Architect and Owner prior to the start of construction the Web Based Project software to be utilized on this Project shall be Newforma Info Exchange at the web address of <https://projects.corgan.com/>.
    - a. If an alternate Web Based Project software is intended, the Project Record shall be updated to include the agreement to use said platform by the Contractor, Owner and Architect. In this case no specification adjustment is warranted or will be granted.
    - b. Should the Contractor choose to utilize an alternate software platform, this does not relieve the Contractor of the obligation to enter all information into the indicated Web Based Project Software including all transferred files. Tracking of all such information must be maintained to comply with the Standard of Care for Architectural Practice and records retention.
    - c. The Contractor shall provide contact information for all administrative staff intended to communicate with the Architect through the Web Based Project Software; Limit administrative staff to 3 persons unless otherwise noted.
  2. Web based Project Software shall include, at a minimum, the following features:
    - a. Compilation of Project data, including Contractor, subcontractors, Architect, architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
    - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
    - c. Document workflow planning, allowing customization of workflow between project entities.
    - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
    - e. Track status of each Project communication in real time, and log time and date when responses are provided.
    - f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
    - g. Processing and tracking of payment applications.
    - h. Processing and tracking of contract modifications.

- i. Creating and distributing meeting minutes.
    - j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
    - k. Management of construction progress photographs.
    - l. Mobile device compatibility, including smartphones and tablets.
  3. At completion of Project, provide digital archive in format that is readable by common desktop software applications in format acceptable to Architect. Provide data in locked format to prevent further changes.
- C. PDF Document Preparation: PDF documents are required to be submitted to Architect, prepare as follows:
  1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
  2. Name file with submittal number or unique identifier, including revision identifier.
  3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

## 1.8 PROJECT MEETINGS

- A. Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
  1. Attendees: Inform participants and parties involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times a minimum of 10 working days prior to meeting.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to invited attendees.
  3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before the start of construction, at a time convenient to the Owner and Architect, but no later than 15 days after execution of the Agreement.
  1. Attendees: Authorized representatives of Owner, Architect; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Responsibilities and personnel assignments.
    - b. Tentative construction schedule.
    - c. Phasing.
    - d. Critical work sequencing and long lead items.
    - e. Designation of key personnel and their duties.
    - f. Lines of communications.

- g. Use of web based Project software.
  - h. Procedures for processing field decisions and Change Orders.
  - i. Procedures for RFIs.
  - j. Procedures for testing and inspecting.
  - k. Procedures for processing Applications for Payment.
  - l. Distribution of the Contract Documents.
  - m. Submittal procedures.
  - n. Sustainable design requirements.
  - o. Preparation of Record Documents.
  - p. Use of the premises and existing building.
  - q. Work restrictions.
  - r. Working hours.
  - s. Owner's occupancy requirements.
  - t. Responsibility for temporary facilities and controls.
  - u. Procedures for moisture and mold control.
  - v. Procedures for disruptions and shutdowns.
  - w. Parking availability.
  - x. Office, work, and storage areas.
  - y. Equipment deliveries and priorities.
  - z. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for coordination with other construction.
- 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
  - 2. Agenda: Review progress of other construction activities and preparations for the activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related RFIs.
    - d. Related Change Orders.
    - e. Purchases.
    - f. Deliveries.
    - g. Submittals.
    - h. Review of mockups.
    - i. Possible conflicts.
    - j. Compatibility requirements.
    - k. Time schedules.
    - l. Weather limitations.
    - m. Manufacturer's written instructions.

- n. Warranty requirements.
  - o. Compatibility of materials.
  - p. Acceptability of substrates.
  - q. Temporary facilities and controls.
  - r. Space and access limitations.
  - s. Regulations of authorities having jurisdiction.
  - t. Testing and inspecting requirements.
  - u. Installation procedures.
  - v. Coordination with other work.
  - w. Required performance results.
  - x. Protection of adjacent work.
  - y. Protection of construction and personnel.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
  5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
  2. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the work.
  3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
    - a. Preparation of Record Documents.
    - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
    - c. Procedures for completing and archiving web based Project software site data files.
    - d. Submittal of written warranties.
    - e. Requirements for preparing operations and maintenance data.
    - f. Requirements for delivery of material samples, attic stock, and spare parts.
    - g. Requirements for demonstration and training.
    - h. Preparation of Contractor's punch list.
    - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
    - j. Submittal procedures.
    - k. Coordination of separate contracts.

- I. Owner's partial occupancy requirements.
        - m. Installation of Owner's furniture, fixtures, and equipment.
        - n. Responsibility for removing temporary facilities and controls.
  4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: Conduct progress meetings at weekly intervals unless noted otherwise by Owner.
  1. Coordinate dates of meetings with preparation of payment requests.
  2. Attendees: In addition to representatives of Owner and Architect, contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the work.
  3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      - 1) Review schedule for next period.
    - b. Review present and future needs of each entity present, including the following:
      - 1) Interface requirements.
      - 2) Sequence of operations.
      - 3) Status of submittals.
      - 4) Status of sustainable design documentation.
      - 5) Deliveries.
      - 6) Off-site fabrication.
      - 7) Access.
      - 8) Site use.
      - 9) Temporary facilities and controls.
      - 10) Progress cleaning.
      - 11) Quality and work standards.
      - 12) Status of correction of deficient items.
      - 13) Field observations.
      - 14) Status of RFIs.
      - 15) Status of Proposal Requests.
      - 16) Pending changes.
      - 17) Status of Change Orders.
      - 18) Pending claims and disputes.
      - 19) Documentation of information for payment requests.
  4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.

- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- F. Coordination Meetings: Conduct Project coordination meetings at weekly regular intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the work.
  2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
    - c. Review present and future needs of each contractor present, including the following:
      - 1) Interface requirements.
      - 2) Sequence of operations.
      - 3) Status of submittals.
      - 4) Deliveries.
      - 5) Off-site fabrication.
      - 6) Access.
      - 7) Site use.
      - 8) Temporary facilities and controls.
      - 9) Work hours.
      - 10) Hazards and risks.
      - 11) Progress cleaning.
      - 12) Quality and work standards.
      - 13) Status of RFIs.
      - 14) Proposal Requests.
      - 15) Change Orders.
      - 16) Pending changes.
  3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

- G. Preapplication Roofing Conference: Not less than seven days or more than 21 days prior to scheduled commencement of roofing application, convene a preapplication roofing conference at project site.
1. Attendance is required by Architect, Contractor, roofing installer, and each entity required to coordinate with or to protect work.
  2. Minimum Agenda:
    - a. Review accepted Submittals.
    - b. Review outstanding material problems.
    - c. Review minutes of Preliminary Roofing Conference.
    - d. Discuss installation schedules and sequence, and revisions that have occurred.
    - e. Review equipment set up and on site storage.
    - f. Review readiness of deck for application:
      - 1) Certification in place.
      - 2) Examination of substrate by those in attendance.
      - 3) Drains installed.
      - 4) Curbs, nailers, penetrations, perimeter, equipment.
    - g. Review the installation of the roofing system; review requirements.
    - h. Review weather and working conditions, and procedures for daily or inclement weather cut-offs.
    - i. Review protection requirements after installation.
    - j. Review testing requirements and procedures involved.
    - k. Discuss requirements for warranties and bonds.
    - l. Conduct tour of roof deck to review potential issues and to verify readiness.

PART 2 - PRODUCTS  
Not used.

PART 3 - EXECUTION  
Not used.

END OF SECTION